

CONFIDENTIAL
Security Information

GSO CAREER SERVICE ACTIVITIES

16 August - 15 September 1953

1. Promotions processed within General Services Office 11
2. Employees released for transfer to other types of work in other CIA offices. 3
3. Employees requesting Agency approval to engage in non-CIA school courses secured on their own initiative, their own time, and at their own expense. 4
4. Employees who entered training courses at CIA expense or on CIA time. (See attached list)
5. Tours of our Printing and Reproduction Division [redacted] were conducted during this period for a total of seven (7) Agency employees representing a total of five (5) different Offices. 25X1

6. A request was forwarded to the Director of Training on 26

[redacted]

will be architectural drafting, lettering and symbols, details of building construction, blueprint reading, and other similar subjects related to work performed by our Space, Maintenance, and Facilities Division. Another request was forwarded to the Director of Training on the same date for [redacted] of our Printing and Reproduction Division to attend an advanced course in color photography during [redacted] This course is given by the Ansco Division of the General Aniline and Film Corporation, Binghamton, New York.

7. Files of four (4) Agency employees of other Offices were viewed to be determined whether GS Career Designations should be signed as proposed. However, their backgrounds and present assignments indicated that Career Designations of activities other than the General Services Office were more appropriate. The files, therefore, were returned to the Personnel Office with information to that effect.

8. We received a reply from the PP Career Service Board regarding the assignment of a PP Career Designation requested by a GSO employee. That Board did not concur since the employee concerned, although interested in getting into psychological warfare, does not have educational qualifications and practical experience required of a PP officer.

[redacted]
Chairman

25X1

Approved For Release 2002/08/23 : CIA-RDP78-00699A000100060008-4

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GSO CAREER SERVICE ACTIVITIES

16 July - 15 August 1953

1. Promotions processed within General Services Office. 7
2. Employees released for transfer to other types of work in other CIA offices. 4
3. Number of employees attending the 11th Agency Orientation Course conducted by the Office of Training during the period 4 - 7 August 1953. 16
4. Employees requesting Agency approval to engage in non-CIA school courses secured on their own initiative, their own time, and at their own expense. 2
5. Employees who entered training courses at CIA expense or on CIA time. (See attached list) 25X1A6A

6. Tours of our printing and Reproduction Division [redacted] were conducted during this period for a total of nineteen (19) Agency employees representing a total of five (5) different Offices.

7. Replies were received from five (5) Office Career Service Boards in reply to our memorandums submitting names of GSO employees requesting Career Designations of their respective Offices. Only one employee involved in this group was favorably considered for a Designation he requested, based on his qualifications, past CIA training, and present assignment. This was our Physical Security Officer who was given an SE Career Designation. The remaining employees were not presently performing duties related to the functions of those Offices whose designations they requested; and the respective Boards were not desirous of assigning them their Career Designations until such time as they could be transferred to vacant positions in their Offices. These individuals for the most part consist of couriers who wish to branch into other types of work in the Agency. This Office is attempting to secure replacements for these individuals for whom positions may be available in the future of the type they have requested, so that we can release them for advancement and furtherance of their careers in CIA assignments which may better utilize their educational background and experience.

8. Memorandums were submitted to the Chairmen of the PP and CD Career Service Boards on 14 August 1953 submitting the names of four (4) employees who had requested Career Designations of those Offices.

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Chairman,

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